

**State of Tennessee**  
**Bureau of TennCare**  
**Long Term Services and Supports**

**Job Title: Compliance Specialist, MFP Reporting**

**Summary:** Under the general supervision of the Assistant Compliance Director, Long Term Services and Supports (LTSS), this position will be the primary resource for data and reporting specific to the Money Follows the Person (MFP) Demonstration Grant.

**Distinguishing Features:** The central function of the LTSS Audit and Compliance unit is to collect data and provide information for the management of the CHOICES program (for the elderly and physically disabled populations), and other LTSS programs. The MFP Compliance Specialist will perform data management including, but not limited to, data retrieval/collection, data system management, data reporting, analysis and storage. Additionally, the MFP Compliance Specialist will continuously build relationships with both internal and external stakeholders to ensure that MFP data is meaningful, accurate, timely and complete. (Note: The State Classification for this position is Managed Care Specialist 3, Executive Service with a Salary Grade of 029 with an expected starting salary between \$36,026 and \$39,903 dependent on qualifications.)

**Primary Roles and Responsibilities:**

- Retrieve/receive data from multiple sources, including database and contractors
- Examine data to ensure its completeness, accuracy and relevance
- Convert data into a usable format to satisfy reporting requirements and data requests
- Calculate and summarize data to identify trends and patterns of performance
- Translate complex data into meaningful information for program value
- Store information and data to designated locations
- Develop tools and implement processes to secure data integrity
- Assist the supervisor with special projects

**Minimum Qualifications:**

Education and Experience:

- Bachelor's degree with course work in social services, healthcare, statistics or business
- One year of experience in healthcare or human service related field
- One year of experience in data analysis, reporting and/or compliance, preferably related to healthcare

Special Requirements:

- Ability to interact with data management software, including Access
- Ability to insert pivot tables and write macros is required
- Ability to verify, analyze and synthesize complex data sets
- Ability to exercise sound judgment

Qualified candidates should send their cover letter and resume to [marcus.tubbs@tn.gov](mailto:marcus.tubbs@tn.gov)

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